



## Career Opportunity

**Chief Curator  
(Historian/Archaeologist & Preservation Manager)  
Payband 5**

**Position #00011**

**Location:**

**2801 Kensington Ave  
Richmond, VA 23221**

**Maximum Hiring Range**

**Salary negotiable to \$59,000**

## Position Description

DHR is seeking a self-motivated professional to manage its archaeological collections for maximum long-term care and accessibility for research, interpretation, public education, and exhibit. The position offers a career opportunity for an individual with exceptional research and analytical skills to oversee a comprehensive statewide program. Duties: to oversee collections care and management, conservation and exhibit development and execution; to develop and implement education and outreach programs in a variety of media to enhance all related agency objectives; to partner with various organizations and groups on joint educational programs; to track loans, ownership, and locations of collections; to organize workshops; to make presentations and participate on committees; to manage, mentor and inspire staff, interns and volunteers; and to achieve the goals of the division and the agency. Additional duties may be assigned.

## Qualifications Guide

Applicants must meet the *Secretary of Interior's Professional Qualifications Standards* in Archaeology through an advanced degree in archaeology, anthropology, history, or related science. Comprehensive knowledge of the historic and prehistoric archaeology of Virginia and/or the Mid-Atlantic Region; of archaeological research, excavation, laboratory analysis, conservation, museum procedures, and information management systems with emphasis on electronic management of data; of prehistoric and historic period artifacts; background in curation management, philosophy, and practices related to collection care, conservation, and curation; and knowledge of applicable state and federal laws, regulations and guidelines as well as knowledge of curation best practices. Demonstrated experience in museum practices, archaeological research, collections and laboratory management; general historic preservation concepts and programs and the ability to relate archaeology and cultural resource management to the agency's larger historic preservation mission; and general museum education and exhibit program and design and the ability to develop and carry out archaeology and preservation-based environmental education programs. Strong organizational planning, problem-solving, and collaboration skills are a must. Strong writing and communications skills, and the ability to work effectively with other organizations and diverse audiences. Proficiency utilizing Microsoft Office. Progressive professional experience managing related program areas (collections, conservation, information management). The selected candidate will be required to complete a criminal background check as a condition of employment. Limited teleworking may be possible; approval is at the discretion of the supervisor only after the employee has successfully worked for the agency of a time no less than 6 months. A valid driver license is required.

## Application Requirements

To be considered for this position a completed state application must be received through the on-line employment system by FRIDAY, MAY 17, 2019, at <http://jobs.virginia.gov/>.

**EOE**

***Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.***